

# SPC STANDON PARISH COUNCIL

Minutes of the Meeting of Standon Parish Council held on Thursday 28<sup>th</sup> September 2023 at 8.40pm in the Lankester Lounge, Standon & Puckeridge Community Centre, Station Road, Puckeridge

**PRESENT:** Cllr Chris Leage (Chairman), Cllr Claudia Chalkley, Cllr Tony Cracknell, Cllr Sally Crook, Cllr Ralph Granville, Cllr Frank Luca, Cllr Zarina Luca, Cllr Michael Marshall, Cllr Maureen Wren.

**CLERK:** Belinda Irons

**PUBLIC:** 4

## Procedural Items

23.143 Other Councillor absences: Cllr Foot

23.144 Declaration of Members' Interests (pecuniary/non-pecuniary) for this meeting:

Completion and signing of Declarations

Cllr Leage: Interim Community Centre Committee:

FORQ: Treasurer: personal

Bowls Club: personal

Cllr Chalkley Tennis Club: personal

Cllr Cracknell Interim Community Centre Committee:

Caretaker role: personal

Cllr Granville Bowls Club: personal

Cllr Z Luca Standon Charities: PC Representative

Cllr Marshall Standon Village Hall: PC representative

Cllr Wren Interim Community Centre Committee:

23.145 Minutes of Parish Council Meeting

**PROPOSAL: *That Standon Parish Council herewith agrees the minutes of the Parish Council meeting held on 27<sup>th</sup> July 2023*** PROPOSED: Cllr

Leage, seconded Cllr Wren. AGREED AND RESOLVED UNANIMOUSLY

23.146 Public comment or representation: No comments received

23.147 Police, County & District Council reports:

Apologies: EHDC Cllr Bull

No other reports received

23.148 Recreation Ground Charity:

It was agreed that management and maintenance of the Standon & Puckeridge Community Centre would remain with Standon Parish Council as it was considered including it in the Charity would be detrimental to the Charity. The Parish Council will evaluate the condition of the building, income against expenditure, contracts and agreements, and how to ensure the building hire ensures the building is financially viable.

23.149 Standon Village Hall: Cllr Marshall & Crook

Committee Report/update

Culvert: update: The Parish Council is awaiting confirmation of a commencement date from Mr Finch and Marks Heeley. The Chairman advised that he had chased but no response at the time of the meeting.

23.150 Legal update: Clerk

Land Registry: Standon High Street Common Land: Cllr Cracknell: ongoing

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Burrs Meadow: licence agreement update; objection by a householder to the annual charge. The Parish Council agreed a letter will be sent to the householders.

**ACTION: CLERK**

The Moors: solicitor advice on rear access to 22 High Street received. Objection received to the annual cost of the licence by prospective Licensee: discussion: The Parish Council agreed a letter will be sent to the applicant.

**ACTION: CLERK**

The Moors: Access track: letter received. Legal advice sent. Response received and sent to Solicitor for response.

23.151 Highways: Cllr Wren: These items have been on the agenda for some time. The Parish Council agreed that Cllr Jones be asked for an update on progress.

**ACTION: CLERK**

a) South Road: double yellow lines: update

b) Southfields: dangerous parking: update

c) Paper Mill Lane, Standon: highway deformation reported: HCC no action

d) Blocked gullies:

e) Standon Hill: A120/Cambridge Road junction: vehicles driven wrong way at no-entry: HCC has stated it is investigating

f) Café Field Barleymead access to Standon Hill and A120: parked cars/ queuing vehicles causing obstruction leading to road rage: HCC has stated it is investigating

g) Colliers End highways issues:

i) Caution Deer sign

ii) vegetation needs cutting back

23.152 Planning Matters: Cllr Leage Planning applications:

|                                    |   |
|------------------------------------|---|
| 3/23/1477/FUL                      | Hillside, Ermine Street, Colliers End<br>Erection of an agricultural barn: <i>No objection</i>  |
| 3/23/1467/HH                       | 12 Town Farm Crescent, Standon<br>Erect of ground floor rear conservatory incorporating 2 rooflights; <i>No objection</i>   |
| 3/23/1486/HH<br>Permission refused | 65 Station Road, Puckeridge<br>1 <sup>st</sup> floor rear extension   |
| 3/23/1552/HH                       | 36 South Road, Puckeridge<br>Single storey rear extension incorporating roof light: <i>No objeciton</i>   |
| 3/23/1658/FUL                      | Little Croft, Colliers End<br>Retrospective application for the erection of a replacement dwelling: <i>Objection: not retrospective as house demolished; footprint double size of previous dwelling</i>   |
| 3/23/1592/HH                       | Cota, Hadham Road, Standon<br>Removal of chimney. Roof alterations including raising the roof height. Alterations to fenestration. <i>Objection: impact on neighbours; no staircase to proposed 1<sup>st</sup> floor; out of keeping; Conservation Area</i> |
| 3/23/1650/HH                       | The Old House, Wellpond Green<br>Addition of render to front elevation: <i>no objection</i>   |
| 3/23/1729HH                        | 36 High Street, Standon<br>Erection of single storey rear extension. Alterations to rear and side fenestrations,  |

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|  | p. 2023.87<br>including rear facing Juliette balcony.<br>Removal of rear chimneystack. <i>No objection</i> |
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Other Planning Matters:

**Appeal:** Fishers Farm, Colliers End: 3/22/0563/FUL: Previous appeals dismissed

**LPA Appeal Reference: 22/00073/REFUSE:** Appeal allowed

**Appeal:** Highfield Nursery: 3/22/1433/FUL: Appeal: dismissed

**reference APP/J1915/W/22/3311566 LPA Appeal Reference: 22/00103/NONDET:**

**Demolition of four agricultural buildings and erection of two detached four bedroom dwellings with integrated garages.**

**Enforcement:** 24 Southfields, Standon: E/22/0239/ENF: 3/22/1713/CLPO

Withdrawn: Retrospective planning application awaited

Land Adj Buntingford Road/ B1368/A10: E/22/0305/ENF: trees removed possibly with TPOs

Chaldean Farms, Great Barwick Farm, Barwick: E/23/0041/ENF

Skeleton Green: E/23/0056/ENF: change of use/ highway obstruction

**Standon Business Park** EHDC update received.

South Road/Station Road: TPO 653 application for Oak trees:

Colliers End Telephone Box: 3/23/0967/LBC: listed building application to change sign 'Telephone' to 'Defibrillator' Permission granted

Stansted Airport:

23.153 Finance: Cllrs Foot & F Luca

a. Bank Reconciliation 31<sup>st</sup> August 2023 (Scribe)

|   |            |                   |
|---|------------|-------------------|
| Cash in Hand                              | 01/04/2023 | 241,285.58        |
| ADD Receipts 01/04/2023 - 31/08/2023      |            | 80,984.97         |
|   |            | 322,270.55        |
| SUBTRACT Payments 01/04/2023 - 31/08/2023 |            | 48,295.06         |
| A Cash in Hand                            | 31/08/2023 | <b>273,975.49</b> |
| (per Cash Book)                           |            |                   |
| Cash in hand per Bank Statements          |            |                   |
| Petty Cash                                | 31/03/2023 | 0.00              |
| current account                           | 14/08/2023 | 71,004.87         |
| reserve                                   | 30/06/2023 | 22,455.39         |
| Unity Bank                                | 31/08/2023 | 100,079.22        |
| Building Society                          | 30/06/2023 | 80,634.61         |
| Standon Recreation Ground Charity         | 19/09/2023 | 0.00              |
|   |            | 274,174.09 B      |
| Less unrepresented payments               |            | 29,455.89         |
| Plus unrepresented receipts               |            | 29,257.29         |
| Adjusted Bank Balance                     |            | <b>273,975.49</b> |

**PROPOSAL: That Standon Parish Council herewith agrees the bank reconciliation for August 2023 calculated through the Scribe accounting system, against the bank statements emailed to all Councillors in advance of the meeting** PROPOSED: Cllr Leage, seconded Cllr F Luca. AGREED AND RESOLVED UNANIMOUSLY

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## b. Sept Payments

| Description         | Supplier                         | VAT Type | Net             | VAT           | Total           |
|---------------------|----------------------------------|----------|-----------------|---------------|-----------------|
| Community Centre    | Airway Group                     | S        | 900.00          | 180.00        | 1,080.00        |
| Community Centre    | BT Group plc                     | S        | 89.28           | 17.86         | 107.14          |
| Community Centre    | Gareth White Electrical Services | S        | 110.00          | 22.00         | 132.00          |
| Administration      | PKF Littlejohn LLP               | S        | 315.00          | 63.00         | 378.00          |
| Clerk reimbursement | Belinda Irons                    | Z        | 10.00           |               | 10.00           |
| Clerk reimbursement | Belinda Irons                    | Z        | 143.10          |               | 143.10          |
| Salary              | Belinda Irons                    | Z        | 1,182.76        |               | 1,182.76        |
| PAYE & NICs         | HMRC                             | Z        | 361.09          |               | 361.09          |
| Clerk reimbursement | Belinda Irons                    | Z        | 10.00           |               | 10.00           |
| Clerk reimbursement | Belinda Irons                    | Z        | 10.00           |               | 10.00           |
| Clerk reimbursement | Belinda Irons                    | Z        | 0.75            |               | 0.75            |
| Clerk reimbursement | Belinda Irons                    | Z        | 81.45           |               | 81.45           |
| Clerk reimbursement | Belinda Irons                    | Z        | 78.30           |               | 78.30           |
| <b>Total</b>        |                                  |          | <b>3,291.73</b> | <b>282.86</b> | <b>3,574.59</b> |

**PROPOSAL: That Standon Parish Council herewith agrees the payments presented on the schedule provided to Councillors by email in advance of the meeting** PROPOSED: Cllr Granville, seconded Cllr Wren. AGREED AND RESOLVED UNANIMOUSLY.

c. Bank signatories: update: Unity complete. Other accounts to be actioned.

- d. **Audit:** Documents PKF Littlejohn report:  
External Auditors Limited Assurance Opinion:  
*On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met*

*Other matters not affecting our opinion which we draw to the attention of the authority: The smaller authority has responded 'No' to Section 2, 11(b) as there are some transactions (grounds maintenance) relating to the Recreation Ground Charity which have been paid by the Council. The Charity has no income and does not have its own bank account. We understand the smaller authority is currently seeking legal advice in respect of the future of the Charity.*

**PROPOSAL: That Stndon Parish Council herewith accepts the findings of the external auditor and agrees to take appropriate action to mitigate the findings** PROPOSED: Cllr Wren, seconded Cllr Crook. AGREED AND RESOLVED UNANIMOUSLY

23.154 Members Portfolio Allocation:

Cllr Leage: FORQ: Focus on local issues and events by the memberships

Cllr Cracknell Colliers End: Environmental Improvements

Phone box: defibrillator signs £95.70; cabinet £680. Electrical connection £90. The Parish Council agreed the electrical connection fee, and an application to Standon Charities to pay for the cabinet. Cllr

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- Cracknell will confirm the type of cabinet. The signs have been ordered.
- Cllr Crook: Standon Calling: It was reported that tickets sales were lower than expected.  
Paper Mill Lane: issues: ongoing.
- Clerk Allotments  
: Skip: ordered  
: Grass mowing: completed  
: unlawful use of an allotment: letter sent to tenant.  
Standon Charities (Cllr Z Luca): meeting to take place on the 10<sup>th</sup> October in Standon Village Hall  
: Pudding Stone land : agreement at last meeting: to revert to Standon Charities. SPC to consider a management agreement whereby Standon Charities pays SPC to maintain the land: discussion: application to be made to Standon Charities **ACTION: CLERK**  
: Pudding Stone: bollards need replacing  
Environmental Initiatives:
- Cllr Granville Playground: report  
Playground: new litter bin purchased awaiting installation  
Asset Management : Cllr Granville is working on a spreadsheet which shows the assets, condition, work completed, and planned maintenance.  
Standon issues: items for the next agenda: none raised
- Cllr Marshall Environment: EHDC is chasing a response to the Environmental enhancement report. **ACTION: CLERK**
- Cllr Wren Puckeridge issues: items for the next agenda: none raised
- 23.155 Governance:  
Honorary Freedom of the Parish: update: the proposed recipient has agreed to accept the award. Given the current high workload of the Parish Council, it was agreed to postpone the ceremony to the May Annual Parish Meeting.  
HR: review of Clerk's duties: ongoing  
Data Protection and associated documents  
Terrorism (Protection of Premises) Bill: discussion/action  
Environment Act 2021: Parish Council duty to comply:  
<https://www.gov.uk/guidance/complying-with-the-biodiversity-duty>  
EHDC Environmental Improvement report received  
**PROPOSAL : That Standon Parish Council herewith agrees to apply to Hertfordshire County Council for an Environmental Improvement Grant up to £3,000 (Three thousand pounds)** The Parish Council agreed to put this item on hold.
- 23.156 Clerk's updates:  
Bench & noticeboard: weatherproofing: Two noticeboards completed. Three in planned works. Benches in planned works.  
Section 106 fund availability:  
Litter bins: Ongoing issues with EHDC emptying. Standon High Street: EHDC has stated this bin will be emptied daily  
Littering across the Parish: fly tipping: update  
Dog Bin: new site Burrs Meadow  
Huntsmans Close Car Park: signage for terms of use: purchased
- 23.157 Correspondence  
Stansted Airport: Noise consultation to 28.8.2023  
<https://www.stanstedairport.com/community/noise/noise-action-plan/>  
North-East Herts: trade waste
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Hares FC: agreement/ goal posts broken

Correspondence from residents:

Objection to cost of agreement

Objection to cost of agreement

Goal posts broken

Standon Calling expansion concerns

23.158 Dates of Next Meetings 2023:

26<sup>th</sup> October; 23<sup>rd</sup> November

23.159 Planning decisions and awaited decisions: Cllr Leage

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| <p>3/20/1146/OUT<br/>Decision awaited</p>  | <p>Standon Business Park Stortford Road Standon<br/>Outline planning permission for demolition of existing buildings and construction of mixed use development comprising 30 residential dwellings and commercial development of 1021 square metres of B1(a) office use, with associated 96 car parking spaces and landscaping - all matters reserved except for access.</p>   |
| <p>3/21/2678/VAR<br/>Decision awaited</p>  | <p>Plot 1, Kasteel, Wellpond Green<br/>Variation of Condition 6 of planning permission ref: 3/20/1693/VAR:<br/>Variation of condition 2 of planning permission 3/18/1011/VAR.<br/>Demolition of existing bungalow and industrial unit, erection of two detached dwellings and a new vehicular access. For the re-siting of dwelling, alterations to fenestration and internal layout and increase in size of outbuilding). Variation of condition 6 (Tree/hedge retention and protection) of planning permission: 3/21/0403/VAR - Revised design of proposed front boundary treatment and planting to provide better security and enhance the setting.</p> |
| <p>3/22/1433/FUL<br/>Appeal lodged: dismissed</p>  | <p>Highfield Nursery, Wellpond Green<br/>Demolition of agricultural building and erection of one x four bedroom single storey detached dwelling</p>  |
| <p>3/23/0237/VAR<br/>(original permission granted 2018)<br/>Permission lasts for two years from the last date that the reserved matters were approved, or, three years from the date that outline planning permission was approved – whichever date is the later.<br/>Decision awaited</p> | <p>Land adjacent to Buntingford Road/ A10 and Clements Close, Puckeridge<br/>Variation of condition 1 for planning approval 3/18/0083/REM (Application for reserved matters in respect of appearance, scale, layout and landscaping in relation to the erection of 7no. dwellings granted outline permission under ref.</p>  |

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|-------------------------------------|---|
|                                     | p.2023.91<br>3/16/0589/OUT). To retain, remove and replace approved plans.  |
| 3/23/0628/FUL<br>Decision awaited   | 38 High Street, Puckeridge<br>Removal of single storey rear projections. Construction of two storey rear extension and part ground floor side extension.  |
| 3/23/0629/LBC<br>Decision awaited   | 38 High Street, Puckeridge<br>Removal of single storey rear projections. Construction of two storey rear extension and part ground floor side extension. Block up first floor side window, install rooflight windows, alter ground floor side window and replace rear pitched roof concrete pantiles with natural slate.                                |
| 3/23/0405/HH<br>Permission granted  | 42 Stanelow Crescent, Standon<br>Conversion of front garden to hardstanding for vehicular access to provide for wheelchair using occupant.  |
| 3/23/0937/HH<br>Permission granted  | Falkenham, Wellpond Green<br>New front bay window, repositioned entrance door, two storey rear/side extension, single storey rear extension, covered verandas to rear and side elevations, loft conversion with new second floor front window and insert 3 rooflight windows, new first floor side and rear windows, and changes to external materials. |
| 3/23/1064/FUL<br>Permission granted | Pearces Farm Shop, Puckeridge<br>Removal of 6 outbuildings. Erection of two storey side and rear extensions and detached overflow café with associated landscaping  |
| 3/23/1069/HH<br>Permission refused  | Lorne Croft, Wellpond Green<br>Single storey garage and gym building.   |
| 3/23/1082/HH<br>Permission granted  | Star Cottage, 56 High Street, Standon<br>Conversion of detached garage to gym/office and installation of roof lights, high level windows and French doors with side lights; front porch roof canopy; installation of air source heat pump, additional roof-light and bifold doors to the rear elevation   |
| 3/23/0967/LBC<br>Permission granted | Public Telephone Ermine Street Colliers End Hertfordshire SG11 1ER<br>Change to the top title panels on the   |

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|                                     | p. 2023.92<br>telephone kiosk from "Telephone" to "Defibrillator".   |
| 3/23/1293/HH<br>Decision awaited    | 12 Hammarsfield Close, Standon<br>Erection of single storey rear extension incorporating 2 rooflights and a roof lantern, creation of patio with external steps.             |
| 3/23/1174/HH<br>Permission granted  | 4 Fishers Mead, Puckeridge<br>Erection of 2 storey side extension. Insertion of 2 rear rooflight windows.  |
| 3/23/1424/HH<br>Permission granted  | 6 Stortford Road, Standon<br>Loft conversion with heritage windows & dormer roof   |
| 3/23/1405/FUL<br>Permission granted | Tarrandune, Wellpond Green<br>Demolition of existing dwelling and erection of detached five bedroom two-storey dwelling with swimming pool and associated landscaping works. |

*Meeting closed at 9.40pm*

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